

**SECTION J  
ATTACHMENT 2**

**SUBCONTRACTING PLAN SUBMITTED  
IN ACCORDANCE WITH PUBLIC LAW 95-507**

1. CONTRACT NO: \_\_\_\_\_ LENGTH OF CONTRACT: \_\_\_\_\_
2. CONTRACTOR'S NAME: \_\_\_\_\_ DOLLAR AMOUNT OF  
DIVISION: \_\_\_\_\_ CONTRACT: \_\_\_\_\_
3. NAME OF INDIVIDUAL COMPLETING THIS PLAN: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_
4. SUBCONTRACTING PLAN: (Additional sheets and/or attachments may be used if needed.)
  - a. Percentage goals (expressed in terms of percentages of total planned subcontracting dollars).
    - (1) Set forth total planned subcontracting dollars for large and small businesses \$ \_\_\_\_\_.
    - (2) Set forth as percentages of the above amount, goals for subcontracting with:
      - (a) Small business concerns (excluding SB/D's) \_\_\_\_% (translated to dollars \$ \_\_\_\_\_).
      - (b) Small business concerns owned and controlled by socially and economically disadvantaged individuals (SB/D's) \_\_\_\_% (translated to dollars \$ \_\_\_\_\_).
      - (c) (a) plus (b) (total small business subcontracting goals) \_\_\_\_% (translated to dollars \$ \_\_\_\_\_).
    - (3) Description of principal product and service areas to be subcontracted:
      - (a) List and describe briefly principal products:
        1. \_\_\_\_\_
        2. \_\_\_\_\_
        3. \_\_\_\_\_

4. Etc. (as needed) \_\_\_\_\_

(b) List and describe briefly principal services:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. Etc. (as needed) \_\_\_\_\_

(4) Of the products and services listed in (3) above, describe where it is planned to use (i) small business subcontractors, and (ii) small disadvantaged business subcontractors:

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b. The designated individual within the employ of the contractor who will administer the subcontracting program of this contract is:

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

His duties are as follows:

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c. Describe the effort that will be taken to assure SB and SB/D concerns owned and controlled by socially and economically disadvantaged will have an equitable opportunity to compete for subcontracts as they pertain to this procurement:

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**SUBCONTRACTING PLAN**  
(continued)

- d. Submission of this subcontracting plan constitutes assurance that the contractor will include the clause entitled "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals" in all subcontracts which offer further subcontracting opportunities and to require all subcontractors (except small business concerns) which receive subcontracts in excess of \$500,000 or in the case of a contract for the construction of any public facility, \$1,000,000 to adopt and comply with a plan similar to the plan agreed to by the contractor. Describe below the monitoring for compliance with such plan.
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- e. Submission of this plan also provides further assurance that the contractor will submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance of this plan.

- f. I, the undersigned, is designated officer of \_\_\_\_\_  
(Company Name)  
do herewith assure that this concern will provide a recitation of the types of records the bidder/offeror will maintain to demonstrate procedures which have been adopted to comply with the requirements and goals set forth in this plan, including the establishment of source lists of small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals; and efforts to identify and award subcontracts to such small business concerns. The records shall include at least the following (these records may be maintained on a plant-wide or company-wide basis unless otherwise indicated):

- (1) Small and disadvantaged business source list, guides and other data identifying small and small disadvantaged business vendors.
- (2) Organizations contacted and disadvantaged business sources.

**SUBCONTRACTING PLAN**  
(continued)

- (3) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (a) whether small business was solicited, and if not, why not; (b) whether small disadvantaged business was solicited, and if not, why not; and (c) reasons for the failure of solicited small business or small disadvantaged business to receive the subcontract award.
- (4) Records to support other outreach efforts:
- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority business procurement conferences and trade fairs.
- (5) Records to support internal activities to guide and encourage buyers:
- Workshops, seminars, training programs.
- Monitoring activities to evaluate compliance.
- (6) On a contract-by-contract basis, records to support award data submitted to the Government to include name and address of subcontractor.

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Company

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Signature

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Title

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Date